



K. OFFICE OF THE MUNICIPAL ACCOUNTANT

| 1. TIMELY REVIEW/APPROVAL OF AIDE TO INDIVIDUAL IN CRISIS DISBURSEMENT VOUCHER | | | | |
|--|---|-----------------|-----------------|---|
| All AICS disbursement vouchers are approved upon the completeness and correctness of all supporting documents. | | | | |
| Office/Division: | Office of the Accountant | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C-Government to Client | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Certificate of Indigency | Punong Barangay | | | |
| Case Study | MSWDO | | | |
| ALOBS | MSWDO | | | |
| Medical Certificate (Medical Assistance) | | | | |
| Burial Certificate (Burial Assistance) | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the required documents for review and approval | 1.1 Receive the required documents. | | 2 minutes | Mrs. Leizel Gallaza Mr. Arnel Belloga Mrs. Lorna Pedroso Mrs. Aneleen Ceballos |
| | 1.2 Review the disbursement vouchers as to completeness and correctness. | | 5 minutes | Mrs. Leizel Gallaza Mr. Arnel Belloga Mrs. Lorna Pedroso |
| | 1.3 Log if complete and if not return to concerned department. | | 2 minutes | Mrs. Leizel Gallaza Mr. Arnel Belloga Mrs. Lorna Pedroso Mrs. Aneleen Ceballos |
| | 1.4 Approve the disbursement vouchers if complete and correct and forward to Treasurers Office for issuance of check. | | 2 minutes | Mrs. Leizel Gallaza |
| | TOTAL: | | 11 minutes | |



2. TIMELY REVIEW/APPROVAL OF REGULAR OFFICE SUPPLIES AND EQUIPMENT DOCUMENTS

All agency's disbursement vouchers are approved upon the completeness and correctness of all supporting documents.

| Office/Division: | Office of the Accountant | | | |
|---|--|-----------------|-----------------|---|
| Classification: | Simple | | | |
| Type of Transaction: | G2C-Government to Client | | | |
| Who may avail: | All | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| ALOBS | | | | |
| Purchase Request (PR) | | | | |
| Request for Quotation RFQ (at least 3) | | | | |
| Abstract of Price Quotation | | | | |
| BAC Resolution recommending award in favor of the supplier with the Lowest Calculated and Responsive Quotation (LCRQ) | | | | |
| Purchase Order (PO) | | | | |
| Sales/Charge Invoice | | | | |
| Inspection and Acceptance Report | | | | |
| PAR (for equipment) | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the required documents for review and approval | 1.1 Receive the required documents. | | 2 minutes | Mrs. Leizel Gallaza Mr. Arnel Belloga Mrs. Lorna Pedroso Mrs. Aneleen Ceballos |
| | 1.2 Review the disbursement vouchers as to completeness and correctness. | | 10 minutes | Mrs. Leizel Gallaza Mr. Arnel Belloga Mrs. Lorna Pedroso |
| | 1.3 Log if complete and if not return to concerned department. | | 5 minutes | Mrs. Leizel Gallaza Mr. Arnel Belloga Mrs. Lorna Pedroso |



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|--|---|--|------------|-----------------------|
| | | | | Mrs. Aneleen Ceballos |
| | 1.4 Approve the disbursement vouchers if complete and correct and forward to Treasurers Office for issuance of check. | | 5 minutes | Mrs. Leizel Gallaza |
| | TOTAL: | | 22 minutes | |

3. TIMELY REVIEW/APPROVAL OF PUBLIC BIDDING GOODS DOCUMENTS

All agency's disbursement vouchers are approved upon the completeness and correctness of all supporting documents.

| Office/Division: | Office of the Accountant | | |
|--|--------------------------|--|--|
| Classification: | Simple | | |
| Type of Transaction: | G2C-Government to Client | | |
| Who may avail: | All | | |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE | | |
| ALOBS | | | |
| Authenticated photocopy of the approved APP | | | |
| Purchase Request | | | |
| Invitation to apply for Eligibility to Bid | | | |
| Results of Eligibility Check/Screening | | | |
| ABC | | | |
| Invitation to Bid (PhilGEPS) | | | |
| Instruction to Bidders | | | |
| Technical Specifications | | | |
| Bidding Forms | | | |
| Minutes of Bid Opening | | | |
| Abstract of Bids as read | | | |
| Abstract of Bid as calculated | | | |
| Post-Qualification Report of TWG | | | |
| BAC Resolution declaring the winning bidder | | | |
| BAC resolution recommending approval and approval by the HoPE of the BAC | | | |



| Resolution recommending award of contract | | | | |
|--|---|-----------------|-----------------|---|
| Notice of Award | | | | |
| Performance Security | | | | |
| Evidence of Invitation of 3 observers | | | | |
| Notice to Proceed, indicating the date of receipt by the contractor | | | | |
| Printout copy of posting of Notice of Award, Notice to Proceed and Contract of Award in the PhilGEPS | | | | |
| Acceptance and Inspection Report | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the required documents for review and approval | 1.1 Receive the required documents. | | 2 minutes | Mrs. Leizel Gallaza Mr. Arnel Belloga Mrs. Lorna Pedroso Mrs. Aneleen Ceballos |
| | 1.2 Review the disbursement vouchers as to completeness and correctness. | | 20 minutes | Mrs. Leizel Gallaza Mr. Arnel Belloga |
| | 1.3 Log if complete and if not return to concerned department. | | 5 minutes | Mrs. Leizel Gallaza Mr. Arnel Belloga Mrs. Lorna Pedroso Mrs. Aneleen Ceballos |
| | 1.4 Approve the disbursement vouchers if complete and correct and forward to Treasurers Office for issuance of check. | | 5 minutes | Mrs. Leizel Gallaza |
| | TOTAL: | | 32 minutes | |



4. TIMELY REVIEW/APPROVAL OF PUBLIC BIDDING INFRA DOCUMENTS

All agency's disbursement vouchers are approved upon the completeness and correctness of all supporting documents.

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|-----------------------------|--------------------------|
| Office/Division: | Office of the Accountant |
| Classification: | Simple |
| Type of Transaction: | G2C-Government to Client |
| Who may avail: | All |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|-----------------|
| ALOBS | |
| Authenticated photocopy of the approved APP | |
| Purchase Request | |
| Invitation to apply for Eligibility to Bid | |
| Results of Eligibility Check/Screening | |
| ABC | |
| Invitation to Bid (PhilGEPS) | |
| Instruction to Bidders | |
| Technical Specifications | |
| Bidding Forms | |
| Minutes of Bid Opening | |
| Abstract of Bids (as read, as calculated) | |
| Post-Qualification Report of TWG | |
| BAC Resolution declaring the winning bidder | |
| BAC resolution recommending approval and approval by the HoPE of the BAC Resolution recommending award of contract | |
| Notice of Award | |
| Performance Security | |
| Program of Work and Detailed Estimates | |
| Notice to Proceed, indicating the date of receipt by the contractor | |
| Detailed breakdown of the contract cost | |
| Bid Evaluation Report | |
| Post qualification Evaluation Report | |



| Printout copy of posting of Notice of Award, Notice to Proceed and contract of Award in the PhilGEPS | | | | |
|--|---|-----------------|-----------------|---|
| Statement of Work Accomplished (SWA) | | | | |
| Evidence of Invitation of 3 observers | | | | |
| Inspection Report | | | | |
| Pictures, before, during and after | | | | |
| Certificate of Completion | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the required documents for review and approval | 1.1 Receive the required documents. | | 2 minutes | Mrs. Leizel Gallaza Mr. Arnel Belloga Mrs. Lorna Pedroso Mrs. Aneleen Ceballos |
| | 1.2 Review the disbursement vouchers as to completeness and correctness. | | 30 minutes | Mrs. Leizel Gallaza Mr. Arnel Belloga |
| | 1.3 Log if complete and if not return to concerned department. | | 5 minutes | Mrs. Leizel Gallaza Mr. Arnel Belloga Mrs. Lorna Pedroso Mrs. Aneleen Ceballos |
| | 1.4 Approve the disbursement vouchers if complete and correct and forward to Treasurers Office for issuance of check. | | 5 minutes | Mrs. Leizel Gallaza |
| | TOTAL: | | 42 minutes | |



5. ISSUANCE OF CERTIFICATE OF TAX WITHHELD

BIR form 2306 and 2307 is issued to all suppliers and contractors of the agency. This form indicates the Nature of Income Payment, Amount of Payment and Tax withheld.

| Office/Division: | Office of the Accountant | | | |
|---------------------------------|--|-----------------|-----------------|---|
| Classification: | Simple | | | |
| Type of Transaction: | G2C-Government to Client | | | |
| Who may avail: | Suppliers/Contractors | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Paid Voucher | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the required document | 1.1 Receive the required documents | | 2 minutes | Mrs. Leizel Gallaza Mr. Arnel Belloga Mrs. Lorna Pedroso Mrs. Aneleen Ceballos |
| | 1.2 Issue and sign BIR form 2306 & 2307. | | 10 minutes | Mrs. Leizel Gallaza |
| | TOTAL: | | 12 minutes | |